



### Eligibility Requirements

Candidates in a Commission country must meet the citizenship criterion specified in the executive agreement between the United States and that country. In a non-Commission country, candidates must be citizens or nationals of that country, or permanent residents qualified to hold a valid passport issued by that country. Persons holding both citizenship in a partner country and U.S. citizenship or permanent residency are ineligible for Fulbright grants to the United States. A candidate who has resided in the United States for five or more consecutive years in the six-year period preceding the date of application is ineligible for a grant. Candidates already in the United States and previous recipients of a Fulbright Student Program grant are also ineligible for a grant.

**Please visit the “How to Apply” section at [www.laspau.harvard.edu/fulbright](http://www.laspau.harvard.edu/fulbright) to find out if your home country has additional requirements and verify your eligibility with the Fulbright Commission or U.S. Embassy in your country before applying.**

### Grantee Selection

The following considerations are taken into account when selecting Fulbright grantees:

- Traditional criteria for academic and professional excellence.
- Interests and needs of the home country.
- Merits of the application and suitability of the applicant for the proposed program of study.
- Overall strengths of the candidate in comparison with others in the candidate pool.

Fulbright representatives review applications and select candidates to be interviewed. The interviews typically take place in July or August at the Fulbright Commission or U.S. Embassy in the candidate's home country. The Commission or Embassy will notify candidates in advance as to whether they have been selected for an interview. Please see the Interview Checklist for information about additional documents required for submission at the interview.

The interview panel recommends a group of final candidates for each country to the J. William Fulbright Foreign Scholarship Board, a twelve-member group of educational and public leaders appointed by the president of the United States. The J. William Fulbright Foreign Scholarship Board has statutory responsibility for the final approval of all candidates.

Interviewed candidates will be notified by December whether they have been nominated to receive a Fulbright grant.

### Grantee Placement

Selected grantees are assigned a LASPAU placement coordinator who will apply on their behalf to U.S. graduate programs that fit each grantee's needs and qualifications. Once the placement has been finalized, grantees receive a packet of orientation materials and arrival information. Academic programs at U.S. universities typically begin in August or September.

The Fulbright Commission or U.S. Embassy informs grantees if they have been assigned to an intensive English language training program prior to beginning their academic programs.

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### Privacy Act of 1974

Under the Privacy Act (public law 93-579), any individual who is requested by or on behalf of a federal agency to provide information about himself or herself must be informed of the authority, purpose, and uses to which the information provided is intended to be put.

In conformity with this legislation, persons interested in Fulbright grants are informed that:

- The solicitation of the information requested in applications is authorized under the Fulbright-Hays Act.
- The information is intended for use in screening and selecting grantees and in the administration of grants.
- It may be released to appropriate U.S. government agencies, LASPAU, the J. William Fulbright Foreign Scholarship Board, the Fulbright Commissions, foreign host institutions, Congress, the news media, and relatives of the grantee trying to reach the individual for bona fide personal reasons.

## Supplementary Documents

Along with the completed application form, please submit the following documents to the Fulbright Commission or U.S. Embassy in your home country by the application due date:

### 1. Statement of Purpose

See page 8 of the application form for instructions on completing your Statement of Purpose.

### 2. Conditions of the Fulbright Grant

Applicants for all programs are required to sign and return this form. Your signature indicates that you have read and understand the conditions of the Fulbright grant.

### 3. Nominating Institution Verification

Applicants for all programs except those listed below are required to submit this form, which must be completed and signed by the appropriate individual(s) at your nominating institution. Part I and II should be filled out by the person responsible for the arrangements you and your nominating institution have made regarding your salary during your studies abroad and your position upon return. Part III should be completed by the person at your nominating institution who can best comment on your work, the importance of your field of study, the need for persons with advanced training, and the role you will play upon completion of your studies should you receive a Fulbright grant.

The following programs do not require Nominating Institution Verification forms:

- Fulbright-Afro-Colombians Leadership Training Program (*Colombia*)
- Fulbright-Cerrejón Grant (*Colombia*)
- Fulbright-Cultural Studies for Afro-Colombians and Indigenous Populations Program (*Colombia*)
- J. William Fulbright Program (*Colombia*)
- Fulbright-SEESCyT (*Dominican Republic*)
- Fulbright-García Robles Regional Competition Program (*Mexico*)
- Fulbright-García Robles Indigenous Peoples Program (*Mexico*)
- Fulbright-Asociación Antamina Program, (*Peru*)
- Fulbright 2000 Program (*Trinidad and Tobago*)
- Fulbright-Lubar (*Uruguay*)

### 4. Copies of university transcripts

Copies of transcripts must be submitted for each post-secondary institution that you attended, whether or not you received a degree. If you have studied at an institution that does not issue transcripts, please request a letter from the appropriate official that states your final examination results and gives a brief account of your performance and, if applicable, the date on which your academic degree or diploma was awarded.

**Note:** If you are selected for an interview, you will be asked to submit additional documents required by LASPAU to apply on your behalf to U.S. universities. These are outlined in the Required Document Checklist provided at the end of the application. Delay in submitting these documents may limit your options for university placement.

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*Make photocopies of all documents submitted for your records.*



## APPLICATION FOR FULBRIGHT GRANT

### APPLICATION INFORMATION

The Fulbright Faculty Development Program is open to applicants from all Latin American and Caribbean countries, except the Bahamas, Belize, Guyana, and Suriname. Other programs are restricted to applicants from specific countries. If you are uncertain about which program you are eligible for, please contact the Fulbright Commission or Public Affairs Section of the U.S. Embassy in your home country. Contact information for the Commissions and Embassies can be found in the "How to Apply" section at <http://www.laspau.harvard.edu/fulbright/>

In the Nominating Institution field, please write the full name of the university or other institution that is nominating you for the Fulbright Program. A Nominating Institution is required unless you are applying for one of the programs listed on the previous page. Please write the word "None" for question 1 if you do not have a nominating institution.

**1. Full name (as it appears in passport):**

\_\_\_\_\_  
*Last name(s)*

\_\_\_\_\_  
*First name*

\_\_\_\_\_  
*Middle name*

**2. Program**

- ☐ Fulbright Faculty Development Program
- ☐ Fulbright-Ministerio de Educación (Argentina)
- ☐ Fulbright-Universidad Austral (Argentina)
- ☐ Fulbright-Universidad Católica de Argentina (Argentina)
- ☐ Fulbright-Afro-Colombians Leadership Training Program (Colombia)
- ☐ Fulbright-Antioquia Faculty Grant (Colombia)
- ☐ Fulbright-Cerrejón Grant (Colombia)
- ☐ Fulbright-COLCIENCIAS-DNP (Colombia)
- ☐ Fulbright-Cultural Studies for Afro-Colombians and Indigenous Populations (Colombia)
- ☐ Fulbright-Grupo Suramericana (Colombia)
- ☐ J. William Fulbright Program (Colombia)
- ☐ Fulbright-SEESCyT (Dominican Republic)
- ☐ Fulbright-García Robles Competencia Regional (Mexico)
- ☐ Fulbright-García Robles para Estudiantes de los Pueblos Indígenas de México (Mexico)
- ☐ Fulbright-García Robles para profesores Universitarios (Mexico)
- ☐ Fulbright-Asociación Antamina (Peru)
- ☐ Fulbright 2000 Program (Trinidad and Tobago)
- ☐ Fulbright-Lubar (Uruguay)

**3. Home country:**

\_\_\_\_\_

**4. Nominating institution:**

\_\_\_\_\_

LASPAU: Academic and Professional Programs for the Americas  
[www.laspau.harvard.edu](http://www.laspau.harvard.edu)

## PERSONAL INFORMATION

### 5. Name on previous academic records (if different from name on page 1):

\_\_\_\_\_  
*Last name(s)* *First name* *Middle name*

### 6. Permanent mailing address

Street: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ Province/State: \_\_\_\_\_

Country: \_\_\_\_\_ Zip/Postal code: \_\_\_\_\_

### 7. Current mailing address (if different from permanent mailing address)

Street: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ Province/State: \_\_\_\_\_

Country: \_\_\_\_\_ Zip/Postal code: \_\_\_\_\_

### 8. Telephone numbers (including area codes)

Home: \_\_\_\_\_ Office: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

9. Email address: \_\_\_\_\_ ☐ Personal ☐ Business

10. Gender: ☐ Male ☐ Female

11. Date of birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MM DD YYYY

12. Birthplace: \_\_\_\_\_  
City Province/State Country

13. Country of citizenship: \_\_\_\_\_ 14. Country of legal residence: \_\_\_\_\_

### 15. Immigration information

Do you have a U.S. visa? ☐ Yes ☐ No If yes, type of visa: \_\_\_\_\_

Are you a U.S. citizen? ☐ Yes ☐ No Are you a permanent legal resident of the United States? ☐ Yes ☐ No

### 16. Previous fellowships

Have you previously applied for a LASPAU-administered grant? ☐ Yes ☐ No

If yes, what year: \_\_\_\_\_ From what country: \_\_\_\_\_ Awarded? ☐ Yes ☐ No

Have you previously applied for a Fulbright grant? ☐ Yes ☐ No

If yes, what year: \_\_\_\_\_ From what country: \_\_\_\_\_ Awarded? ☐ Yes ☐ No

## PROPOSED PROGRAM OF STUDY

### 17. Degree objective

Please indicate the degree that you plan to pursue and for which you are academically prepared. In most cases, you should have a master's degree in order to apply for doctoral studies, and the Fulbright Program in your country must support studies at the doctoral level.

☐ Master's degree ☐ Doctoral degree ☐ Non-degree studies

### 18. Proposed field of study

Please indicate the general area of study you wish to pursue (e.g., Biology) and your specific area of interest within the general field of study (e.g., Biochemistry).

General area: \_\_\_\_\_

Specific field of study: \_\_\_\_\_

Briefly summarize your proposed program of study, including your specialization or possible area of research:

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### 19. Future plans

Briefly describe your future professional plans and how you plan to use the knowledge and skills gained through the Fulbright Program:

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## LANGUAGE SKILLS AND TEST SCORES

### 20. Language proficiency

Rate yourself as Native, Excellent, Good, Fair, or Poor for all languages in which you have some competence. Be sure to include your primary language(s).

Language	Reading	Writing	Speaking
English			

### 21. Standardized exams

All Fulbright candidates selected for a grant will be required to take certain standardized exams (TOEFL, GRE, and/or GMAT) for admission to U.S. universities. Please provide test dates and scores for any of the tests listed below that you have taken (paper- or computer-based versions). If you have taken a particular test more than once, provide your scores only for the most recent test date. If you have not taken a particular test but plan to take it, provide the future test date. Please refer to the Required Document Checklist at the end of the application for additional information on the standardized exams.

Test	Date (mm/yyyy)	Score	Section 1	Section 2	Section 3	Essay
TOEFL	/					
MELAB	/					Not applicable

Test	Date (mm/yyyy)	Total score	Verbal	Quantitative	Analytical writing
GMAT	/				
GRE General	/	Not applicable			

Test	Date (mm/yyyy)	Subject name	Score	Subscores (if applicable)
GRE Subject	/			

## EDUCATIONAL EXPERIENCE

### 22. Post-secondary studies

List educational institutions attended *in reverse chronological order*, beginning with your most recent studies, including any in which you are currently enrolled. Include all post-secondary studies, even if you did not complete a degree.

Under degree, please use the actual name of the degree or diploma you received (do not translate). If applicable, note the class of your degree, such as Second Class (Upper Div.).

Indicate your grade point average (GPA) for each degree received and the scale used (for example, GPA of 8.9 and a scale of 10). If available, give your rank within your graduating class, the number of graduates in the class, and the initial number enrolled.

Institution: \_\_\_\_\_

City: \_\_\_\_\_ Country: \_\_\_\_\_

Major field of study: \_\_\_\_\_ From: \_\_\_\_\_ / \_\_\_\_\_ To: \_\_\_\_\_ / \_\_\_\_\_  
MM YYYY MM YYYY

Degree: \_\_\_\_\_ Date degree received/expected: \_\_\_\_\_ / \_\_\_\_\_  
MM YYYY

GPA: \_\_\_\_\_ Scale: \_\_\_\_\_ Class rank: \_\_\_\_\_ Graduating class: \_\_\_\_\_ Initial enrollment: \_\_\_\_\_

Institution: \_\_\_\_\_

City: \_\_\_\_\_ Country: \_\_\_\_\_

Major field of study: \_\_\_\_\_ From: \_\_\_\_\_ / \_\_\_\_\_ To: \_\_\_\_\_ / \_\_\_\_\_  
MM YYYY MM YYYY

Degree: \_\_\_\_\_ Date degree received/expected: \_\_\_\_\_ / \_\_\_\_\_  
MM YYYY

GPA: \_\_\_\_\_ Scale: \_\_\_\_\_ Class rank: \_\_\_\_\_ Graduating class: \_\_\_\_\_ Initial enrollment: \_\_\_\_\_

Institution: \_\_\_\_\_

City: \_\_\_\_\_ Country: \_\_\_\_\_

Major field of study: \_\_\_\_\_ From: \_\_\_\_\_ / \_\_\_\_\_ To: \_\_\_\_\_ / \_\_\_\_\_  
MM YYYY MM YYYY

Degree: \_\_\_\_\_ Date degree received/expected: \_\_\_\_\_ / \_\_\_\_\_  
MM YYYY

GPA: \_\_\_\_\_ Scale: \_\_\_\_\_ Class rank: \_\_\_\_\_ Graduating class: \_\_\_\_\_ Initial enrollment: \_\_\_\_\_

Institution: \_\_\_\_\_

City: \_\_\_\_\_ Country: \_\_\_\_\_

Major field of study: \_\_\_\_\_ From: \_\_\_\_\_ / \_\_\_\_\_ To: \_\_\_\_\_ / \_\_\_\_\_  
MM YYYY MM YYYY

Degree: \_\_\_\_\_ Date degree received/expected: \_\_\_\_\_ / \_\_\_\_\_  
MM YYYY

GPA: \_\_\_\_\_ Scale: \_\_\_\_\_ Class rank: \_\_\_\_\_ Graduating class: \_\_\_\_\_ Initial enrollment: \_\_\_\_\_

**23.** Briefly explain any discrepancies in your academic record, such as having a lower grade point average in a particular semester or year:

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## PROFESSIONAL EXPERIENCE

### 24. Work experience

Please summarize your professional experience (including teaching and research) *in reverse chronological order*, beginning with your most recent position. If you still hold the position, leave "To:" blank.

Employer: \_\_\_\_\_  
City: \_\_\_\_\_ Country: \_\_\_\_\_  
Title/type of work: \_\_\_\_\_ From: \_\_\_\_\_ / \_\_\_\_\_ To: \_\_\_\_\_ / \_\_\_\_\_  
MM YYYY MM YYYY  
Brief description of responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_  
City: \_\_\_\_\_ Country: \_\_\_\_\_  
Title/type of work: \_\_\_\_\_ From: \_\_\_\_\_ / \_\_\_\_\_ To: \_\_\_\_\_ / \_\_\_\_\_  
MM YYYY MM YYYY  
Brief description of responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_  
City: \_\_\_\_\_ Country: \_\_\_\_\_  
Title/type of work: \_\_\_\_\_ From: \_\_\_\_\_ / \_\_\_\_\_ To: \_\_\_\_\_ / \_\_\_\_\_  
MM YYYY MM YYYY  
Brief description of responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_  
City: \_\_\_\_\_ Country: \_\_\_\_\_  
Title/type of work: \_\_\_\_\_ From: \_\_\_\_\_ / \_\_\_\_\_ To: \_\_\_\_\_ / \_\_\_\_\_  
MM YYYY MM YYYY  
Brief description of responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 25. Employment history

Briefly explain any period of time longer than three months during which you were not employed or attending school:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ADDITIONAL EXPERIENCE

### 26. Scholarships and fellowships

List any scholarships or fellowships held at present or in the past. Give source or sponsor, amount, where held, and dates:

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### 27. Honors and prizes

List any academic honors or prizes you have received, including titles and dates:

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### 28. Research

Briefly describe any research you have undertaken or in which you are currently involved:

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### 29. Publications

List any books, articles, or theses published, including titles, dates, and publishers:

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### 30. Extracurricular activities

List professional societies, fraternities, or other organizations in which you now hold membership or in which you have been active in the past. Indicate if you have held elective office. Also describe any volunteer work or community outreach projects you have undertaken:

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### 31. Travel abroad

If you have lived, traveled, or studied in any country other than your own for more than a month, indicate places, dates, and reasons (education, research, business, vacation, etc.):

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## FAMILY INFORMATION

32. Applicant marital status: ☐ Single ☐ Married ☐ Widowed ☐ Engaged ☐ Divorced

33. Number of children: \_\_\_\_\_

### 34. Applicant's father

Occupation: \_\_\_\_\_

Education level: ☐ Primary ☐ Secondary ☐ Junior college ☐ University

### 35. Applicant's mother

Occupation: \_\_\_\_\_

Education level: ☐ Primary ☐ Secondary ☐ Junior college ☐ University

### 36. Emergency contact

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home telephone: \_\_\_\_\_ Work telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ Province/State: \_\_\_\_\_

Country: \_\_\_\_\_ Zip/Postal code: \_\_\_\_\_

### 37. Dependents

List all persons to whom you now give financial support.

Relationship	Full name	Age	Support level	Accompanying you to the U.S.?
			<input type="checkbox"/> Full <input type="checkbox"/> Partial	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Full <input type="checkbox"/> Partial	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Full <input type="checkbox"/> Partial	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Full <input type="checkbox"/> Partial	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Full <input type="checkbox"/> Partial	<input type="checkbox"/> Yes <input type="checkbox"/> No

## MEDICAL INFORMATION

*This information is gathered for statistical purposes and to ensure appropriate placement. The Fulbright Program does not discriminate on the basis of race, color, religion, sex, national origin, and/or physical impairment.*

### 38. Medical data

State of health: ☐ Excellent ☐ Good ☐ Fair ☐ Poor

Have you ever been under prolonged medical treatment? ☐ Yes ☐ No

Are you currently being treated for any medical condition? ☐ Yes ☐ No

Have you ever been treated for an emotional or psychological disorder? ☐ Yes ☐ No

Do you have any physical impairment? ☐ Yes ☐ No

If you answered "yes" to any of these questions, please explain here:

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## STATEMENT OF PURPOSE

Please attach a clear and detailed essay describing your study objectives and the reasons why you wish to pursue them. Your essay should be at least 350 words and should **not** be in letter format. **Please make sure to include your name in the header of each page.**

If you are interested in a particular program or university, please do not mention it in this essay. You will have a chance to discuss specific programs and universities on the Academic Placement Suggestions form.

Your Statement of Purpose has two important functions:

- 1) This essay will provide LASPAU and the Fulbright Program with essential information about your academic and training objectives, the ways in which they can be met through further study, and the relevance of your proposed program to your home institution, if applicable. Your response, therefore, is extremely important for the complete assessment of your academic and professional goals and should be as precise as possible.
- 2) If you are selected, your statement will become part of your application to a U.S. university. A graduate admissions committee in your academic field will read your essay. The committee members will be interested in finding out who you are, what kind of academic, research, and professional experience you have, and why you want to pursue graduate studies. This is your opportunity to demonstrate your knowledge of your discipline and your attractiveness as a candidate for their program. Your essay will be evaluated both for content and writing ability, so please pay attention to your grammar and spelling, particularly in the English version.\*

Please follow these guidelines in preparing your Statement of Purpose:

Your essay should be clear and concise, yet as informative as possible. Use complete, grammatically correct sentences.

**Opening Paragraph:** Discuss your goals both in terms of your field of study in general and your area of specialization. Describe the type of program you wish to pursue and how it relates to your academic and professional background and your future objectives. Master's degree candidates should be able to identify a special area of interest within a broad survey of their field of study. Doctoral candidates should describe an even narrower area of interest and should suggest possible topics for detailed research. Non-degree candidates must submit a specific study plan and should describe their academic interests and how they can be fulfilled through non-degree study.

**Academic and Professional Qualifications:** Describe how your background has prepared you for your proposed program, including:

1. Your expertise and accomplishments in your major field, including any research you have conducted.
2. Your previous studies and professional experience, and how they relate to your intended program.
3. Other relevant experiences (e.g., community activities, leadership roles, awards, publications, etc.). Be sure to include details.

**Personal Characteristics:** Provide examples of personal characteristics that will help you successfully complete graduate study. For example, describe your determination to achieve your goals, your initiative, or your ability to develop and implement innovative ideas. Provide examples from your previous studies or professional work.

**Closing Paragraph:** Briefly summarize your interest in and qualifications for the proposed program. The selection committee members will read many applications. It is important to make your particular talents and individuality stand out and to leave them with a strong sense that you are an excellent candidate for their program.

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*\*You may submit your Statement of Purpose in English, Spanish, French, or Portuguese; however, if you are selected for an interview, your essay will need to be submitted in English. If your English skills are not strong, your essay should be translated by a professional translator or native speaker of English.*



## CONDITIONS OF THE FULBRIGHT GRANT

1. Fulbright applications and related awards apply only to the current year; they cannot be carried over to future years.
2. Candidates for a master's degree must have a bachelor's degree before beginning their programs of study; in many fields of study, candidates for a doctoral degree must have a master's degree.
3. Non-native speakers of English must take the Test of English as a Foreign Language (TOEFL). Most university graduate departments in the United States require a minimum score between 550 and 600 (paper-based) or 80 and 100 (internet-based).
4. Degree candidates are required to take the Graduate Management Admission Test (GMAT) in business-related fields or the Graduate Record Examination (GRE) for all other fields, with the exception of law. Generally, doctoral candidates in biology-related fields or computer science are required to take the respective GRE Subject Test in addition to the GRE General Test.
5. The grantee must accept LASPAU's decision regarding the academic institution to which he/she is assigned. A grantee may only transfer to another institution for academic reasons and with prior written authorization from LASPAU, the Fulbright Program, and, if applicable, the nominating institution.
6. The university or institution that admits the grantee reserves the right to determine the academic level at which the grantee is ultimately placed. Neither LASPAU nor any institution can guarantee credit for prior coursework.
7. No grantee may change his or her program of study without prior written authorization from LASPAU, the Fulbright Program, and, if applicable, the nominating institution.
8. The grades obtained by the grantee must satisfy the minimum requirements set by his/her host institution.
9. Grantees enter the United States with a J-1 Exchange Visitor visa. LASPAU will provide them with the DS-2019 form needed to obtain the visa. Grantees are expected to return to their countries after completion of their programs. The J-1 Exchange Visitor visa has a two-year home country physical presence requirement. In most cases, grantees must return to their nominating institutions and work there for a period at least as long as the duration of their studies.
10. In order to obtain J-2 visas for their immediate family (spouse and children) to enter the United States, grantees must supply LASPAU with proof of financial support to supplement the grant. Such proof could be an official statement from an institution guaranteeing financial support. Grantees must demonstrate that they have, for each month of study, US\$500 for the first dependent, US\$300 for the second dependent, and US\$150 for each additional dependent. Grantees will also be responsible for providing travel and adequate health insurance for dependents.
11. As a J-1 Exchange Visitor, the grantee cannot seek employment without LASPAU's authorization. Such authorization, the amount of time, and the salary allowed will depend on the specific program of the grantee.
12. A grant may be revoked, terminated, or suspended.

Grounds for revocation or termination include, but are not limited to: (1) violation of any law of the United States; (2) any act likely to give offense to the United States; (3) failure to observe satisfactory academic or professional standards; (4) physical or mental incapacitation; (5) engaging in any unauthorized income-producing activity; (6) failure to comply with the grant's terms and conditions; (7) material misrepresentation made by any grantee in the application form or grant document; (8) depletion of all health and accident insurance benefits provided to the grantee when continued medical treatment would lead to the grantee's becoming a public charge; (9) protracted medical treatment that jeopardizes successful completion of grant objectives; (10) conduct which may have the effect of bringing the Department of State or the Fulbright Program into disrepute; (11) violation of the Policies of the J. William Fulbright Foreign Scholarship Board.

A grant may be suspended if: (1) the grantee ceases to carry out the project or academic program during the grant period; (2) the grantee leaves the United States for more than two weeks without the prior authorization of LASPAU; (3) conditions in the United States require the departure of grantees for reasons of personal safety or security; (4) the grantee is arrested for or charged with a crime. The Fulbright Foreign Scholarship Board may suspend the grant until the criminal matter is resolved, or until such time that the board is satisfied that the arrest or the charges do not represent an absence of the requisite moral and social attitude desired of grantees.

### AGREEMENT

I certify that I have read and completely understood the above conditions, and I agree to abide by them if a grant is awarded to me. I also certify that the information I have provided on the application forms is accurate, complete, and true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Full name: \_\_\_\_\_

Country: \_\_\_\_\_

The Fulbright Program is sponsored by the Bureau of Educational and Cultural Affairs of the United States Department of State.

LASPAU: Academic and Professional Programs for the Americas  
[www.laspau.harvard.edu](http://www.laspau.harvard.edu)



## NOMINATING INSTITUTION VERIFICATION

Applicant name: \_\_\_\_\_

Nominating institution: \_\_\_\_\_

City: \_\_\_\_\_ Province/State: \_\_\_\_\_ Country: \_\_\_\_\_

### PART I

Will the applicant be guaranteed a position at your institution upon completion of studies? ☐ Yes ☐ No

If yes: ☐ Full-time ☐ Part-time

What form will the guarantee take? \_\_\_\_\_

Is the applicant eligible for a leave of absence with pay? ☐ Yes ☐ No

If yes, what is the annual amount in local currency? \_\_\_\_\_ In US\$? \_\_\_\_\_ % of salary: \_\_\_\_\_

Please note any time restrictions on the leave of absence: \_\_\_\_\_

Name of institution official: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please stamp with your institutional seal.

### PART II

Person or office that will handle future correspondence with LASPAU regarding this candidate:

Name of institution official: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

### PART III

Please provide a letter that describes in detail how this candidate will contribute to the development of his/her discipline and address the specific needs of the institution upon return. Your letter should be on official letterhead with an original signature. Please return the letter and completed form to the applicant.



## REQUIRED DOCUMENT CHECKLIST

If you are selected for an interview, you will need to bring with you the following documents:

- **Photocopy of the Information Page from your passport, which includes your photo**
- **Two certified copies of your diploma(s)**

Please provide two certified copies of your diploma(s) from each post-secondary school from which you received a degree. They must be certified by the university that issued them with the signature and stamp of the dean, registrar, or other university official. Certification by a notary is not acceptable. Photocopies of the certified copies are not acceptable. If the diploma is not in English, a translation must be included. If you have not yet received your diploma, please include an official letter from the university stating the date you will receive it. If the letter is not in English, a translation must be included. We do not require copies of diplomas from institutions in English-speaking countries if the transcript clearly indicates the type and award date of the degree conferred.

- **Two original or certified copies of your transcript(s)**

Provide two original or certified copies of your transcript(s) from each post-secondary institution you have attended, whether or not you received a degree. Photocopied transcripts must be certified by the university that issued them with the signature and stamp of the dean, registrar, or other university official. Certification by a notary is not acceptable. Photocopies of the certified copies are not acceptable. If the transcripts are not in English, translations must be included as well. If you studied at an institution that does not issue transcripts, you must bring an original letter from an institution official describing your final examination results and performance. If you submitted an original or certified copy of your transcript with your application, you only need to bring one additional original or certified copy to the interview.

If you studied at institutions in the United States or Canada, rather than bringing original or certified transcripts to the interview, please request that the institution send two original transcripts to LASPAU at the following address: LASPAU Program Office, 25 Mt Auburn St, Cambridge, MA 02138-6095, United States. You are the only person who can legally request your official transcripts. This must be done in writing, and there is usually a small fee involved.

- **Official certification of your grade point average and class rank**

If this information is not included in your transcript, please request official certification from the university of your grade point average and class rank. This may be in the form of a letter from the dean, registrar, or other authorized university official. If the GPA and/or class rank is not calculated, the letter should state that this is the case. If the letter is not in English, a translation must be included.

- **Three letters of recommendation**

- You are required to have three letters of recommendation, which can either be submitted directly by the recommender to the Fulbright Commission or U.S. Embassy in your home country or given to you to submit at the interview. The Recommendation for Graduate Study Form can be downloaded at [www.laspau.harvard.edu/fbapp](http://www.laspau.harvard.edu/fbapp). You must contact each recommender and provide a copy of the form in the appropriate language. U.S. universities require recommendations in English. However, if a recommender does not have a strong command of the language, the recommendation should be written in his or her native language, and you must obtain a translation. It is your responsibility to ensure that all of the letters of recommendation, including translations (if needed), have been submitted by your interview date.

- **Academic Placement Suggestions Form**

If you are awarded a grant, LASPAU will apply on your behalf to academic programs based upon your interests, the needs of your nominating institution, your academic and professional qualifications, and the availability of tuition assistance at the U.S. university. To assist LASPAU in this process, please research prospective U.S. graduate programs in your field and complete the Academic Placement Suggestions Form (available at [www.laspau.harvard.edu/fbapp](http://www.laspau.harvard.edu/fbapp)) before your interview. LASPAU will seriously consider your choices, although we cannot guarantee placement at the universities you suggest.

Your institution may have some U.S. university catalogues, and the Fulbright Commission or Public Affairs Section of the U.S. Embassy in your home country has a library that you can consult for information about specific programs and U.S. universities in general. However, the most up-to-date source of information is university websites. The LASPAU website (<http://www.laspau.harvard.edu>) also has links to many useful education resources.

- **Curriculum Vitae**

Please submit your Curriculum Vitae electronically prior to your interview. Your CV should be written in English in a clear, concise format of no more than five pages. If your English skills are not strong, your CV should be translated by a professional translator or native speaker of English. Please format it as an MS Word document or, if you use another word processing program, save and send it in rich text format. Title the document YourName\_CV and send it as an email attachment to [laspaufbapp@calists.harvard.edu](mailto:laspaufbapp@calists.harvard.edu) with your name and home country written in the subject line of the message.

Your CV should begin with your name, address, and nationality. Include the following categories:

1. \_ Education: Names and locations of the institutions that you have attended and dates of attendance (month/year to month/year), field of study, and degrees or certificates received (if any). These should be arranged in reverse chronological order, beginning with your most recent studies.
2. \_ Professional experience: Names of your employers, dates of employment, and positions held, with a brief explanation of your responsibilities. These should be arranged in reverse chronological order, beginning with your current employment. Include both full- and part-time employment.
3. \_ Research experience: List any research experiences that are not mentioned in another category (such as publications). Include dates.
4. \_ Publications: Include the titles, dates of publication, and publishers.
5. \_ Honors: List honors, prizes, scholarships, awards, or other distinctions that you have received, and the dates (month/year) received.
6. \_ Skills: List other skills not mentioned previously that are relevant to your field of study (for example, knowledge of foreign languages, computer programming, etc.).
7. \_ Professional or community organizations and volunteer activities: List leadership positions (if applicable), dates of membership (month/year), and significant activities within the organization.

- **Statement of Purpose**

In addition to submitting your statement of purpose as part of the paper application, please submit a copy in English electronically by email. Please format it as an MS Word document or, if you use another word processing program, save and send it in rich text format. Title the document YourName\_SoP and send it as an email attachment to [laspaufbapp@calists.harvard.edu](mailto:laspaufbapp@calists.harvard.edu) with your name and home country written in the subject line of the message.

***Make photocopies of all documents for your records.***

- **Standardized exam test scores**

All Fulbright candidates selected for a grant will be required to take certain standardized exams (TOEFL, GRE, and/or GMAT) for admission to U.S. universities. If you have taken the TOEFL within the past year or the GRE or GMAT within the past five years, your scores are still valid. In this case, submit photocopies of your test scores. You may be asked by Fulbright to retake an exam to improve your U.S. university placement options.

**Please take these exams seriously and spend significant time preparing for them. They are an increasingly important factor in determining your admission to graduate programs.**

Fulbright grantees who are not native speakers of English must take the official Test of English as a Foreign Language (TOEFL) for admission to U.S. universities. Most university graduate departments in the United States require a minimum TOEFL score of between 550 and 600 (paper-based), 213 and 250 (computer-based), or 80 and 100 (new iBT exam).

With the exception of candidates in law, all Fulbright grantees are required to take the GRE or GMAT for admission to U.S. universities. Candidates in business related fields (finance, marketing, management, etc.) must take the GMAT. Candidates in other fields must take the GRE General Test (paper- or computer-based). Doctoral level candidates in computer science, physical sciences, and biological and biomedical sciences are strongly encouraged to take the respective paper-based GRE Subject Test. Without it, your university placement options will be limited.

Please note that in some countries, there is only one opportunity per year (in October) to take the GRE General Test. Registration deadlines for paper-based tests are six weeks before the test dates, but many test centers fill up quickly, so register early. You should plan to take exams by November to ensure your scores are available for university placement. Please refer to the TOEFL website ([www.toefl.org](http://www.toefl.org)), GMAT website ([www.mba.com](http://www.mba.com)), and GRE website ([www.gre.org](http://www.gre.org)) as soon as possible to determine the availability of these tests in your country, obtain more information about the tests, and register for the exams.

When you take the exams, you can arrange for your official scores to be sent to four institutions at no additional cost. One of these institutions should be LASPAU (institutional code #3492). If you do not take advantage of this option, you will have to pay for your scores to be reported. On the computer exam, please select the option that says LASPAU, to have scores sent to LASPAU. (Do not select the option that says Fulbright Kommission. This is the Fulbright Commission in Germany.)

- **Samples of work**

Candidates in the arts or architecture must submit the following samples of work in triplicate with their name clearly written on each piece:

- Candidates in studio arts (painting, sculpture, photography, graphic design, or related fields) must submit a portfolio of 15 to 20 examples of the work that best demonstrates their talent and range as well as areas of special interest. These should be in the form of color slides, tapes, or videos with accompanying descriptions.
- Candidates in music, dance, or drama must submit an audio or videotape of their work that demonstrates a variety of styles and periods within their area of expertise.
- Candidates in architecture must submit a portfolio of their work. The use of slides and loose (unbound) material is discouraged. Include only work that shows your best creative ability and interests. Include concise, explanatory statements for each project.

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[www.laspau.harvard.edu](http://www.laspau.harvard.edu)